



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Planning Board

Monday, March 23, 2026

6:00 PM

Council Chambers

1. Call To Order

2. Roll Call and Declaration of Quorum

Chair, Marge Govoni, called the meeting to order. Other members present were: Melissa Young, Patrick Roberts, Evert Krikken, Kathleen Brown, and Rick Yost.

Planning Director, Steve Puleo, was also present.

3. [PB 26-008](#) Approval of Minutes - The meeting of March 9, 2026

Attachments: [Minutes 3-9-2026 - draft.pdf](#)

Rick Yost made a motion to approve the minutes of the March 9, 2026 meeting.

Seconded by Kathleen Brown. She proposed an amendment to page 3 of the minutes, the last bullet point under Board Comment. There had been substantial discussion regarding traffic. She requested addition of the sentence, "All traffic impact analysis requirements would be met at final plan submission."

Melissa Young seconded the amendment.

Vote: Five in favor of the amendment. No one opposed. Evert Krikken abstained.

Rick Yost made a motion to approve the minutes.

Seconded by Melissa Young.

Vote: Five in favor. No one opposed. Evert Krikken abstained.

New Business

4. [PB 26-009](#) #24-26 - Amended Monique Drive Subdivision - Amended Subdivision - Lisa, Jules & Monique Drive - Robert Cloutier
- The application amends the minor subdivision approved on February 24, 2025 to add the 50-ft Portland Natural Gas Transmission Line (PNGTL) easement to the plan and adjusts the Jules Drive access easement and turnaround easement on Lot 3. Subject properties are identified as Tax Map: 11; Lot: 49D, 49D-3, 49D-5 Zone: Village Residential (VR) in the Presumpscot River via Otter Brook watershed.

Attachments: [24-26 AMD SUB PB MEMO MoniqueDrive 031926.pdf](#)
[24-26 AMD SUB MoniqueDriveSub APPL 2025-03-04.pdf](#)
[24-26 AMD SUB MoniqueDriveSub PLANS 2025-03-04.pdf](#)

Robert Cloutier was present representing his application.

Steve Puleo explained:

- *This amendment to the approved subdivision was needed because an existing 50 foot wide Portland Natural Gas transmission line easement, which encumbered lot 3, had not been shown on the plan which was approved by the Board in February, 2025.*
- *Jules Drive was depicted entirely within the existing right-of-way on the proposed amended plan.*
- *There was now a private road maintenance agreement.*

Board Comment

- *It seemed that what the Board had previously approved hadn't changed at all.*
- *The new easement document appeared to have been omitted in the meeting information upload. Language should be included somewhere which assigned responsibilities for it.*
- *There was concern that the average home buyer or title company may not grasp the intricacies of the easement as it related to maintenance requirements of both the road and the hammerhead.*
 - o *The easement would guarantee access, but it wouldn't determine who was responsible to pay for maintenance. Written information should ensure that whoever bought lot 3 would be aware.*
 - o *Written information regarding the easement and maintenance needed to be included in the package for review by Board members before they voted on it.*
- *The hammerhead should be included in the road maintenance agreement.*

Evert Krikken made a motion to table the application until the Planning Board meeting on April 8th.

Seconded by Kathleen Brown.

Vote: All in favor.

Evert Krikken amended the motion to correct the meeting date to April 13th.

Seconded by Kathleen Brown.

Vote: All in favor.

Other Business

5. Adjournment

Evert Krikken made a motion to adjourn.

Seconded by Kathleen Brown.

Vote: All in favor